

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
FABRICATION AND INSTALLATION ON NEW RAILINGS

BID NUMBER: 6207

DUE: SEPTEMBER 27, 2016 @ 2:00 pm

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for FABRICATION AND INSTALLATION ON NEW RAILINGS AT BOOTH HILL SCHOOL AND MADISON MIDDLE SCHOOL. ALSO FOR ON CALL OPPORTUNITIES in accordance with the enclosed requirements & specifications for the Trumbull Board of Education.

A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is at both schools in Bid Specifications.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

2. **BID SUBMISSION**

a) Bids are to be submitted in sealed in an envelope clearly marked and addressed as follows:
Purchasing Agent – Kevin J Bova

Bid # 6207:

FABRICATION AND INSTALLATION ON NEW RAILINGS
WITH ON CALL OPPORTUNITIES

Due: September 27, 2016 @ 2pm

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

b) Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

c) No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

3. **BID TIME**

1. Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

2. A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. **TOWN OPTIONS**

a) The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item **will be returned at the vendor's expense.**

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- d) The Town reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

- a) All inquiries regarding this request shall be answered up to the close of business on September 22, 2016 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Email, or Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) Director of Facilities, Trumbull Board of Education. All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) kbova@trumbull-ct.org.
- b) Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
- c) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing along with a Standard Contract agreement, upon signature of both award and contract The Town Purchasing Department will issue a Purchase Order.

9. PRICING

All prices quoted are to be firm for a period of ninety (90) days following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town & THE BOE is always interested in any and all cost reduction opportunities.

10. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

11. HOLD HARMLESS CLAUSE

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

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12. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Additional regulations and/or standards as listed in the specifications shall apply.

13. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

14. METHOD OF AWARD

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation and support
- c) Vendors who provide the most favorable delivery date.

15. DELIVERY

Fabrication and installation shall be scheduled with the Mark Deming 203-452-4306, or (Demingm@trumbullps.org) Facilities Director for BOE.

ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING
6254 MAIN STREET TRUMBULL CT 06611

16. INSURANCE

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

| General Liability | Each Person | Each Occurrence | Aggregate |
|------------------------------------|-------------|-----------------|-------------|
| Bodily Injury Liability | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Property Damage Liability | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Personal Injury Liability | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Comprehensive Automobile Liability | | | |
| Bodily Injury | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| Property Damage | | \$1,000,000 | \$1,000,000 |

The insurance policy must contain the additional provision wherein the company agrees those thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

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In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the Town Purchasing department & BOE Facilities Department Office.

17. SPECIFICATIONS –

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site (if necessary), regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work. Responsible for all permitting and state and town codes.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify BOE Mark Deming ASAP & the Town at once. The Town may then on behalf of the BOE, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

18. SITE VISITS

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to Submitting a bid.

19. ADENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov .

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REQUIREMENTS- SPECIFICATIONS AND SCOPE

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, or at (Demingm@trumbullps.org) prior to submitting a bid. The Project is located at Madison Middle School @ 4630 Madison Ave, Trumbull, CT 06611

Guard railings shall be a two rail system to be constructed of 1 ½” ID (Sch 40) pipe consisting of two rails between posts spaced no more than 5’ apart. Guard railings to be 3’ - 6” high with grab and wall railings to be at 2’ – 10” center line per code. All railings to be hot dipped galvanized after fabrication. All guard railings to be core drilled and centered with non-shrink grout. Railings and guards when at all possible should be flanged to the building when intersecting or crossing with windows for easy removal.

It is the responsibility of each contractor to insure that all local, state and federal codes are met and to obtain a building permit, providing drawings as required by the Building department and Fire Marshal.

At Booth Hill School:

- Ramp at Door 27 – Guard railings on both sides of ramp
Guardrail on one side only to have grab railing on slope
- Ramp at Door 26 – Guardrail on one side and single line wall railing on building side
- Ramp at Door 29 – Guardrail on both sides of ramp with grab rail on building side
- Ramp at Door 25 – Full guardrail on one side of ramp with partial guard and single line wall railing on opposite side
- Ramp at Door 23 – Full guard railing on one side and single line railing on wall side of ramp
- Ramp at Door 21 – Full guard railing on one side of ramp and single line wall railing on opposite side. Wall railing at top of ramp to be set to go around stand pipe

At Madison Middle School:

- Concrete steps between doors 22 and 23. Full guard railing on both sides of concrete steps, grab rail to be fabricated on both guard railings
- Ramp at Door 11 – Full guard railing on one side of ramp with single line handrail on wall side
- Ramp at Door 12 – Full guard railing on one side of ramp with single line hand on wall side

Booth Hill – 545 Booth Hill Road, Trumbull CT 06611
Madison Middle – 4630 Madison Avenue, Trumbull CT 06611

ALSO ON CALL OPPORTUNITIES The sole award for this be on the proposal page pricing. The award for the 2 schools that are needed now will base based on price, Vendor reputation and support Vendors who provide the most favorable delivery date.

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PROPOSAL FORM

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

The quality of workmanship is guaranteed for a period of _____ year(s) from acceptance.

This quotation is to remain firm for 90 DAYS

Total proposed FABRICATION AND INSTALLATION ON NEW RAILINGS AT BOTH SCHOOLS –BOOTH HILL ELEMENTARY AND MADISON MIDDLE SCHOOL.

TOTAL proposed (turn key): \$ _____

\$ _____ **Dollars**

Written figure

For future projects that might be needed which will not be part of selecting the lowest best value bid for the project in this RFP. ON CALL Opportunities for a period of 2 years with the Town and Board of Education

Please bid the fee below and any additional information that might be needed.

Standard come out measurements Design Fee \$ _____

Price per ft. per Railing per scope of work \$ _____ per foot

Price per foot for Hand rails also per scope \$ _____ per foot

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PROPOSAL continued

Company Name

By (Signature)

Address

Print Name

City, State, Zip code

Title

Phone # / FAX

EMAIL

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 4:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

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THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

PROPOSED SUBCONTRACTORS

If none, write "None" _____.

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Description of Work _____
Proposed Subcontractor Name _____
Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer _____
(Fill in Name)

By _____
(Signature and Title)

END OF BID GENERAL INSTRUCTIONS